



April 13, 2007

TO: Doug Baker, City Administrator

FOR: City Council

FROM: Eric Trimble, General Services Director

RE: Status Report for General Services: **First Quarter, 2007**

This Quarter's Highlights from General Services	Page 2
Civil Service (<i>ongoing</i>).....	Page 2
Commute Trip Reduction (<i>ongoing</i>).....	Page 2
Employee Benefit Programs (<i>ongoing</i>).....	Page 3
Employee Relations (<i>ongoing</i>).....	Page 3
Labor Relations/Negotiations (<i>ongoing</i>).....	Page 3
Policy Maintenance/Development (<i>ongoing</i>).....	Page 3
Recruitment/Selection (<i>ongoing</i>).....	Page 4
Regulatory Compliance (<i>ongoing</i>).....	Page 4
Safety Coordination (<i>ongoing</i>).....	Page 5
Telecommunications (<i>ongoing</i>).....	Page 5
Tumwater TV (<i>ongoing</i>).....	Page 5
Appendix (recruitment activities).....	

This Quarter's Highlights:

Civil Service: Commission has approved hiring processes for personnel changes in the fire department. The promotion of the Assistant Chief to Chief has necessitated additional examinations. Fire Captain Jim McGarva was selected as Assistant Chief. Brian Hurley was promoted to McGarva's former Captain slot and Hurley's Lieutenant position will be filled from a list developed in April.

Commissioner Maggie Bean was welcomed on to the Tumwater Civil Service Commission. Ms. Bean is a retired Paramedic who has resided in Tumwater for many years.

Employee Benefits: Two new insurance options began January 1, 2007, for non-represented employees: Willamette Dental and a high-deductible medical plan through Regence.

Labor Relations/Negotiations: Negotiations with the Teamsters bargaining unit have culminated with a new three year agreement that was signed and implemented by the Mayor. Discussions with the Police Guild on 2007 salary negotiations have been productive and are ongoing.

Policy Maintenance/Development: Some housekeeping changes were made to Section 1, Introduction, of the Personnel Policies.

Recruitment/Selection: This was an abnormally busy first quarter in this area. Promotional opportunities in the Fire Department have created a trickle down affect as individuals are promoted. In addition, seasonal hiring is already in full-swing.

Safety: A new central safety committee was elected and seated to serve in 2007.

Civil Service, *ongoing work:*

1. Prepared monthly Civil Service agenda. Researched agenda items and participated in the meetings.
2. Carried out responsibilities of Chief Examiner by designing, conducting and / or monitoring various testing and hiring procedures as needed.

Commute Trip Reduction, *ongoing work:*

1. Promote the benefits of commute trip reduction to all city employees.
2. Manage the financial incentive program for city employees.
3. Transitioned jurisdictional level responsibilities to the Planning and Facilities Department as the City works towards meeting the new requirements of the CTR law.

Employee Benefit Programs, *ongoing work:*

1. Various individual employees were counseled on benefit matters ranging from insurance coverage to enrollments, especially during the open enrollment period.
2. Contacts were made to benefit providers to coordinate changes, gather information or to correct benefit problems.
3. Several options for new insurance programs for 2007 were implemented.
4. Coordinated sick leave donations for an employee needing donated leave time.
5. Enrolled all Teamster members in City's life insurance plan.

Employee Relations, *ongoing work:*

1. Reviewed and documented monthly performance evaluations and authorized salary changes where appropriate.
2. Counseled supervisors on employee performance issues.
3. Coordinated pay issues related to annual salary steps and/or performance based salary awards.
4. Conducted exit interviews with departing employees as needed.
5. Counseled employees and supervisors on human relations issues within departments.
6. Oriented new employees to City policies and/or benefits.
7. Processed employee grievance. Advised those involved and participated in meetings and hearings as required.

Labor Relations/Negotiations, *ongoing work:*

1. Continued work on the South Puget Sound Labor Management Committee.
2. Continued negotiations on a new contract and reached an agreement with the teamsters bargaining unit.
3. Continued negotiations with the Tumwater Police Guild on 2007 salaries.

Policy Maintenance/Development, *ongoing work:*

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.
- Eric and Debbie are active in a local public personnel group known as LOTTIS (Lacey, Olympia, Tumwater, Thurston County, Intercity Transit, Shelton). This group meets quarterly to exchange ideas.

Recruitment and Selection, *ongoing work:*

1. Seasonal/temporary positions generate a continuous recruitment for various positions throughout the City. All new employees are required to complete various employment forms, verifications, and benefits information (when applicable).
2. The log of recruitment activities by the General Services Department is included in an appendix to this report.
3. A summary of recruitments for open positions is as follows:

	2007	2006	2005	2004	2003	2002
1 st Quarter	41	34	30	21	18	28
2 nd Quarter		37	33	19	34	55
3 rd Quarter		21	21	2	18	12
4 th Quarter		17	18	7	8	6
TOTAL OPENINGS		88	83	44	76	76

Regulatory Compliance, *ongoing work:*

1. The General Services Director acts as the City's ADA Coordinator. Coordinating and interpreting ADA access issues with city staff and public as needed.
2. The General Services Director acts as the City's EEO Officer. Ongoing monitoring of cultural diversity sensitivity, EEO compliance, reporting and cultural diversity training requirements.
3. General Services Director maintains a liaison with the Thurston Council on Cultural Diversity and Human Rights.
4. General Service Department has been designated as the responsible party for Title VI Non-discrimination compliance within the City of Tumwater. A new operating policy related to this compliance effort has been put in place by the Department.

Safety Coordination, *ongoing work:*

1. The General Services Director acts as the City's Safety Coordinator.
2. Made arrangements and completed documentation pertaining to mandated drug and alcohol testing for commercial drivers. Training for supervisors was offered during this period as well.
3. Processed all incident and injury reports for the period.
4. Convened Central Safety Committee and provided staff support for monthly meeting.
5. Consulted with City staff on various safety issues, identified safety resources and made recommendations for compliance.
6. Annual and baseline hearing tests conducted for all employees occupationally exposed to noise.
7. Managed worker's compensation issues and coordinated with service provider, Comp Management.
8. Continue to work with one department in coordinating return-to-work/light duty assignment for worker returning from on-the-job injury.

Telecommunications, *ongoing work:*

1. Right of Way Use Issues: Remain active in WATOA organization.
2. Hears and responds to all complaints regarding cable television.
3. Eric Trimble has participated with staff from Olympia, Thurston County and Lacey in a joint franchise renewal process. Our cable consultant, Ken Fellman, met in Lacey with staff and electeds to describe progress to date. A financial and technical review of our system is underway.

Tumwater TV, *ongoing work:*

1. Coordination of programming continues. Ongoing coordination with TCTV to improve the variety of programming available on our channel. Staff at TCTV continue to do a great job of finding a variety of programming to air on the channel.

Page 6
General Services Quarterly Report
 April 13, 2007

Appendix:

2007 Recruitments
1st Quarter

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
05-79	Police Officer	Police	Promotion	11/2/05	In progress	
06-046	Police Officer	Police	Resignation	5/3/06	In Progress	
06-078	Police Chief	Police	Retirement	10/6/06	In progress	
06-081	Associate Planner	Development Services	Resignation	12/13/06	Complete	Hired Suresh Bhagavan
07-001	Seasonal Grounds Worker	Parks and Recreation	Seasonal	12/28/06	Complete	Rehired: Oscar Olson
07-002	Seasonal Grounds Worker	Parks and Recreation	Seasonal	12/28/06	Complete	Rehired: Jeffery Pratt
07-003	Seasonal Range Worker	Parks and Recreation	Seasonal	12/28/06	Complete	Rehired: Noah Wimberly
07-004	Seasonal Range Worker	Parks and Recreation	Seasonal	12/28/06	Complete	Rehired: Holli Terhune
07-005	Seasonal Range Worker	Parks and Recreation	Seasonal	12/28/06	Complete	Rehired: Johnny Munez
07-006	Fire Captain	Fire	Promotion	1/5/07	Complete	Promoted Brian Hurley
07-007	Seasonal Grounds Worker	Parks and Recreation	Seasonal	12/28/06	Complete	Rehired: James Cashman
07-008	Seasonal Parks Worker	Planning and Facilities	Seasonal	1/8/06	Complete	Rehired: Douglas Hamilton
07-009	Seasonal Parks Worker	Planning and Facilities	Seasonal	1/8/06	Complete	Rehired: Matthew Bachmeier
07-010	Seasonal Parks Worker	Planning and Facilities	Seasonal	1/8/06	Complete	Rehired: Dennis Jones
01-011	Seasonal Range Worker	Parks and Recreation	Seasonal	1/24/06	Complete	Hired: Jordan LaBrec
07-012	Seasonal Grounds Worker	Parks and Recreation	Seasonal	12/28/06	Complete	Rehired: Carl Williams
07-013	Spring Break Daycamp Supervisor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Rehired Gregory Johnson
07-014	Spring Break Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Rehired Katie Ritter
07-015	Spring Break Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Hired Matthew Mueller
07-016	Spring Break Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Hired Lindsay Barlow

Page 7
General Services Quarterly Report
 April 13, 2007

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
07-017	Summer Daycamp Supervisor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Rehired Gregory Johnson
07-018	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Rehired Katie Ritter
07-019	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	
07-020	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	
07-021	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	
07-022	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	
07-023	Seasonal Parks Workers	Planning and Facilities	Seasonal	2/23/07	Closes when filled	Hired James Hickok
07-024	Seasonal Parks Workers	Planning and Facilities	Seasonal	2/23/07	Closes when filled	Hired John Waugh
07-025	Seasonal Parks Workers	Planning and Facilities	Seasonal	2/23/07	Closes when filled	Hired Stuart Morris
07-026	Fire Lieutenant	Fire	Promotion	3/7/07	3/16/07	
07-027	Water Resources Intern	Public Works	Intern	2/28/07	Closes when filled	Hired Sara del Moral
07-028	Grounds Worker	Golf Course	Seasonal	2/28/07	3/8/07	Hired: Michael Wheeler
07-029	Grounds Worker	Golf Course	Seasonal	2/28/07	3/26/07	Hired: Dylan Hill
07-030	Grounds Worker	Golf Course	Seasonal	2/28/07	Closes when filled	
07-031	Grounds Worker	Golf Course	Seasonal	2/28/07	Closes when filled	
07-032	Grounds Worker	Golf Course	Seasonal	2/28/07	Closes when filled	
07-033	Secretary II	Development Services	New position	3/7/07	3/16/07	
07-034	Recreation Activities Aide	Parks and Recreation	Resignation	3/7/07	When filled	
07-035	Golf Shop Worker	Golf Course	Seasonal	3/7/07	3/13/07	Rehired: Stephen Frost
07-036	Golf Shop Worker	Golf Course	Seasonal	3/7/07	3/13/07	Rehired: James "Jimmy" Morgan
07-037	Golf Shop Worker	Golf Course	Seasonal	3/7/07	3/13/07	Rehired: Charles "Chuck" Johnson